

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
Tuesday, August 2, 2011
7:30 p.m.

Mayor Joy Shull called the Town Council to order at 7:30 p.m.

First order of business was to appoint the Town Treasurer, Kim Uttenweiler, as Acting Town Clerk until the return of our regular Clerk. Councilperson Dilg made the motion and all voted Aye, no Nays. Motion carried.

Mayor Shull led the Pledge of Allegiance.

Council member Bowers offered the invocation.

Roll call showed the following Council members present:

Vice Mayor Linden A. Fravel, Jr., Councilperson Martha Dilg, Councilperson Joseph Grayson, Councilperson Ron Bowers, Councilperson Joseph Hollis
Councilperson James Harter was absent.

Staff present: David Griffin, Town Attorney; Mike Kehoe, Town Manager; Charles Bockey, Police Chief; Kim Uttenweiler, Town Treasurer and Acting Town Clerk; Brian Henshaw, Town Planner.

The Acting Clerk called the roll.

AGENDA

On motion by Vice Mayor Fravel the Agenda for August 2, 2011 by consensus was adopted.

PUBLIC COMMENTS

Mayor Shull opened the floor for public comments on any topic not on the agenda. There were none.

MINUTES – July 5, 2011 Regular Meeting

Councilperson Hollis moved for approval of the minutes of July 5, 2011 as corrected and the motion carried with the following vote:

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain - None
Council member Grayson	-	Aye	Absent-Council member Harter
Council member Bowers	-	Aye	
Council member Hollis	-	Aye	

TREASURERS REPORT – Kim Uttenweiler

Mayor Shull announced that the members had the Treasurer's report for information and asked if there were any questions. Councilperson Hollis asked what portion of the Taxes Payable items was for current year. Mrs. Uttenweiler stated that she did not have the information at hand, but would supply this at the conclusion of the meeting.

POLICE REPORT – Charles Bockey, Chief

Mayor Shull announced that the members had Chief Bockey's police report for information and asked if there were any questions. Chief Bockey stated that it had been a very busy month. In addition, Officer Smedley was out due to a bad case of poison ivy which he had contracted while processing a crime scene.

ACTION AGENDA

A. Sherando Spirit Week

Adopt a proclamation for the Sherando High School Spirit Week. Mayor Shull read the proclamation, copy attached. The Mayor directed the Acting Town Clerk to send the Sherando High School the proclamation.

PROCLAMATION

SHERANDO HIGH SCHOOL SPIRIT WEEK

WHEREAS, Sherando High School has become a vital part of the Town of Stephens City, Virginia, providing educational and recreational opportunities to all the residents; and

WHEREAS, the education of the youth of the community is of paramount importance to the future of the Town; and

WHEREAS, it is in the best interests of the Town of Stephens City, its merchants and its citizens to promote activities sponsored by Sherando High School within the Town limits; and

WHEREAS, the Town Council of the Town of Stephens City has agreed to support the Sherando High School homecoming activities;

NOW THEREFORE, we, the Town Council of the Town of Stephens City, do hereby proclaim the week of September 11-17, 2011, as

Sherando High School Spirit Week

in Stephens City, Virginia, and call upon all the residents of the Town to join us in supporting the activities of Sherando High School during this week.

Joy B. Shull, Mayor

August 2, 2011

Attest:

Acting Town Clerk

B. Set Public Hearing for Water Supply Plan for September 6, 2011, Council Meeting

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Bowers	-	Aye	Abstain - None
Council member Dilg	-	Aye	Absent - Council member Harter
Council member Grayson	-	Aye	
Council member Hollis	-	Aye	

COMMITTEE REPORTS

A. Administrative Committee – Joseph Hollis, Chair

No meeting was held.

B. Finance Committee – Joseph Hollis, Chair

No meeting was held.

C. Public Works Committee – Joseph Grayson, Chair

Report Attached. The one thing discussed was Sidewalk Replacement. Mayor Shull asked the Town Manager who would bear the cost of replacement of such sidewalks. The Town Manager stated that the landowner would be responsibility would be 100 percent per the Code. However, in the late 1980s or early 1990's a policy was adopted with agreeable property owners that the Town would pay 50 percent although the property owner owns the land, the town has a right away. The Town has set aside funds for this fiscal year for this project and the Town Manager was directed to obtain bids for the project.

D. Water/Sewer Committee –Mayor Shull for James Harter, Chair

Report Attached.

E. Personnel Committee – Martha Dilg, Chair

No meeting, however, in past meetings work had been done on a job description for the Town Manager. The new job description is attached. Some formatting changes will be made.

F. Public Safety Committee – Ronald Bowers, Chair

No meeting.

G. Parks and Recreation Commission – Ronald Bowers, Chair

No quorum.

PLANNER'S REPORT – Brian Henshaw

Mayor Shull noted that the planner's report was included in the packet. Mr. Henshaw had the following additions to his written report:

With regard to the MPO- CLRP, the Town is working on the revision of the Long Range Transportation Plan. Part of this process is to review and decide upon Vision Plan List, which is a master list of all the potential projects within the MPO. To drill that process down even farther and we decide on several projects that get modeled.

The regional projects are being considered by the three jurisdictions collaboratively. The following projects which are being considering for the CLRP: 307 Interchange, 313 Interchange Improvements, South City limits to Middle Road, improve the drainage near Tevis St. (add curb, gutter and sidewalk,) construct 4-lane connector between Valley Ave. to Rt. 522- Tevis Street Bridge over I-81, widen Rt. 277 to Opequon Creek to 4 lanes, new construction to include Rt. 37 to Rt. 522 including bridges at Rt. 37 and Warrior and Rt. 37 and Rt. 522.

TOWN MANAGERS REPORT – Mike Kehoe, Town Manager

The Town Manager noted that the office was getting frequent calls about the yard crawl August 13th and the number of spaces for the Commons has filled up fast. The Town will explore opening some spaces at the Old School. This being the fourth year for the Yard Crawl, the event brings a lot of traffic through town. If anyone in the audience or the Council wishes to participate, please see someone on Staff.

The Town has completed the paperwork required by Virginia Department of Transportation requesting a Parade Permit for the Sherando High School homecoming parade in September. A safety meeting will be held, however no problems are anticipated.

The Town has received correspondence from the Frederick County Sanitation Authority (FCSA) as notice of violation regarding the rag situation. The FCSA is still experiencing problems with synthetic industrial rag material at the pump station and will be expecting the Town to come up with a solution needed to alleviate the problem such as a grinder pump. The Town Manager is not convinced that this will solve the entire problem. The Town has contacted both Councilperson Harter and the Town Engineer, Tim Stowe of Stowe Engineering, to evaluate the problem and suggest a mechanical solution. This solution may be expensive and the costs will have to pass on to the utility customers in town.

Some study has been given to moving the Town Elections to November to coincide with State elections to save money and to increase voter turnout. It was noted that the last election for Town Officials had been expensive, almost \$100 per vote, and the turn out had been disappointing. The voting area would move to Aylor and the polling location at Town Office would be eliminated.

David Griffin, Town Attorney, advised that to move the election would require a change to the Town Charter, however, many of the jurisdictions in the area were moving rapidly toward this change. The first opportunity to change the Charter would be in the January, 2012, legislative session. The Town Council would need to pass a resolution and hold public hearings in the matter. Now would be the town to do this.

Vice Mayor Fravel asked if paper ballots could be employed. Mr. Griffin advised that paper ballots were still legal, but if the Town wanted the State Election Commission – to avoid costly challenges -- to oversee the election, then the machines would need to be employed.

Mayor Shull, upon soliciting a consensus of the Town Council, directed the issue of changing the Town Charter in order to move Town Elections to the State November election cycle be placed on the September Agenda.

The Town Manager also reported that quotes for new carpeting for the Town Office had been solicited and the funding was budgeted for this fiscal year.

COUNCIL COMMENTS/CALENDAR

There were no comments.

The only change to the calendar was canceling the second Finance Committee meeting on September 28, 2011 led at a later date.

CLOSED SESSION

Councilperson Grayson moved that after a five minute break, pursuant to Section 2.2-3711.A7 of the Code of Virginia 1950, as amended for the purpose of consultation with legal counsel and briefings by staff members pertaining to actual or pending litigation between the Town of Stephens City and the County of Frederick where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Public Body.

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Bowers	-	Aye	Abstain - None
Council member Dilg	-	Aye	Absent - Council member Harter
Council member Grayson	-	Aye	
Council member Hollis	-	Aye	

The Town Council returned from Closed Session at 8:56 pm.

There being no further business, Vice Mayor Fravel moved to adjourn at 8:56 p.m. and the motion carried.

Joy B Shull, Mayor

Kim S. Uttenweiler , Acting Town Clerk